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SS-08-035 Media Sanitization - Vendor Return

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PURPOSE

With the advanced features of today?s operating systems, electronic media used on a system should be assumed to contain information commensurate with the security categorization of the system?s confidentiality. If not handled properly, release of these media outside state control could lead to an occurrence of unauthorized disclosure of information.

Sanitization mitigates the risks of unauthorized disclosure of sensitive information by ensuring that data deleted from systems being returned to vendors or manufacturers cannot be easily recovered or reconstructed.

STANDARD:

All storage media (magnetic, optical, electrical, or other) subject to vendor return agreements (such as but not limited to lease, warranty, rebate/refund etc.) shall have an acceptable means to appropriately sanitize (clear, purge) the media of all residual data in accordance with state and agency requirements prior to return to vendor.

Electronic media shall be classified commensurate with the highest level of information processed on the system for which it was used in accordance with the Data Categorization standard.

Acquisitions that include vendor return provisions shall make allowances for the agency to retain media used to process data categorized as HIGH. Media categorized as HIGH shall be destroyed in accordance with DOAS Equipment Disposal Policy when no longer needed.

Non-disclosure statements shall be required of vendors providing off-site hardware maintenance and agencies shall establish appropriate media handling and protection procedures in accordance with the Media Handling and Protection standard.

Only digital media used for processing data categorized as Low or Moderate shall be eligible for sanitization and reuse outside agency control Standard.

Sanitization or destruction of all electronic media shall be documented and certified, in writing, by the Agency head or designee before return to the vendor in accordance with the Disposal of E-Surplus Media standard.

RELATED ENTERPRISE POLICIES, STANDARDS, GUIDELINES

Media Controls (PS-08-026) [9]